Oracle i-Recruit External Applicants User Manual

Last Updated: 23-January-2011
Created by: Brandi Groves
Recommended Internet Brower(s): Internet Explorer; Safari

Helpful Hints: Please be sure that you are using one of the above mentioned browsers AND that you have your Pop-Up Blocker Turned Off.

- **Internet Explorer:** Tools → Pop-up Blocker → Turn Off Pop-up Blocker
  - If Pop-Up's Continue to be Blocked → Hold your **CTRL** key down as you select the option.

Recent Modifications: on 23-Jan-11 – the data field ***Country of Residence*** was changed so that it is now a Required Field. If you are receiving an error simply complete this field prior to making any other changes and Save your details.

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GENERAL INFORMATION

OVERVIEW

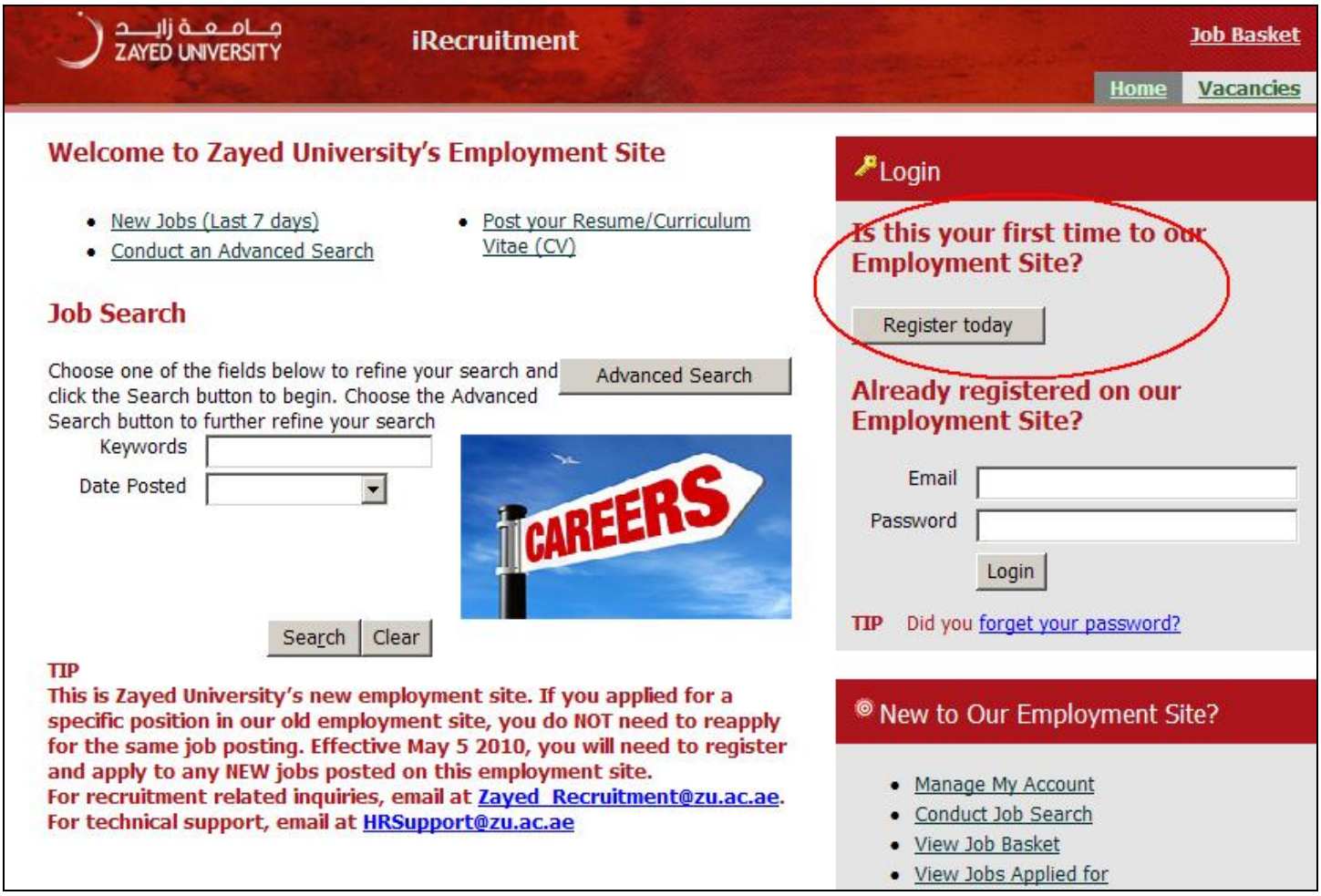
Oracle iRecruit is a web-based software that can be found by navigating through your Internet Browser to the following web path: http://hrapps2.zu.ac.ae/
From this page you can view current Openings, Register an account with us, Update your Account, and many other actions related with the Recruitment process.

REGISTER TODAY

If you have already registered an account with us you won't need to do this again (unless it was prior to 05-May-2010 – which is when we went LIVE with a new Software).

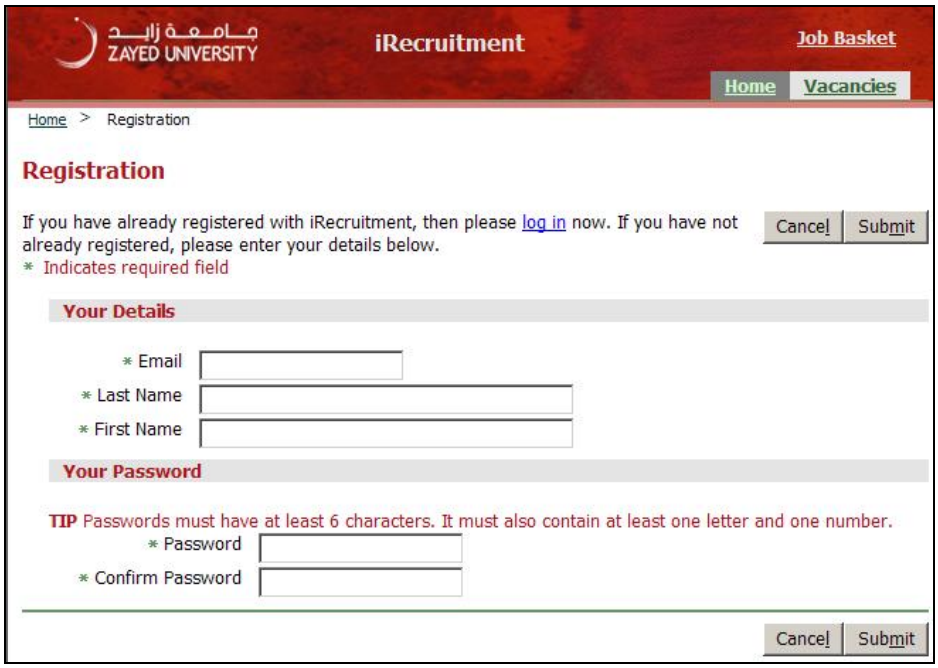
To Register an Account: Click on the "Register Today" button (http://hrapps2.zu.ac.ae/).

***Note**: have an Electronic version of your CV/Resume ready to be uploaded – as it is a required document to complete all steps of Registration.*


ZAYED UNIVERSITY
iRecruitment
Job Basket
Home
Vacancies
Welcome to Zayed University's Employment Site
New Jobs (Last 7 days)
Conduct an Advanced Search
Post your Resume/Curriculum Vitae (CV)
Job Search
Choose one of the fields below to refine your search and click the Search button to begin. Choose the Advanced Search button to further refine your search
Advanced Search
Keywords
Date Posted
CAREERS
Search
Clear
TIP
This is Zayed University's new employment site. If you applied for a specific position in our old employment site, you do NOT need to reapply for the same job posting. Effective May 5 2010, you will need to register and apply to any NEW jobs posted on this employment site.
For recruitment related inquiries, email at Zayed_Recruitment@zu.ac.ae.
For technical support, email at HRSupport@zu.ac.ae
Login
Is this your first time to our Employment Site?
Register today
Already registered on our Employment Site?
Email
Password
Login
TIP Did you forget your password?
New to Our Employment Site?
Manage My Account
Conduct Job Search
View Job Basket
View Jobs Applied for

REGISTRATION INFORMATION

Email	Use a **personal email address** that you check regularly, and plan on keeping. • Work Email Addresses – are not recommended. • This will be the email that you receive alerts for things such as (Job Postings, Offers, Password Resets, etc.) • To change this requires a System Administrator to manually modify – this is not something the system will allow general users to update / change. • If this email is already in use – the system will not allow the same email to be used twice.
Last Name	Insert your Family/Good Name here.
First Name	Insert your Given Name here.
Password	The System Requires what is called a "Strong" password. • Minimum of **6** characters in length • Alpha Numeric: made up of only letters & numbers (must contain at least one letter and one number) – e.g. 12345a
Submit	Once the above data has been completed – click on the "Submit" button to proceed to the next Step "Create Account"

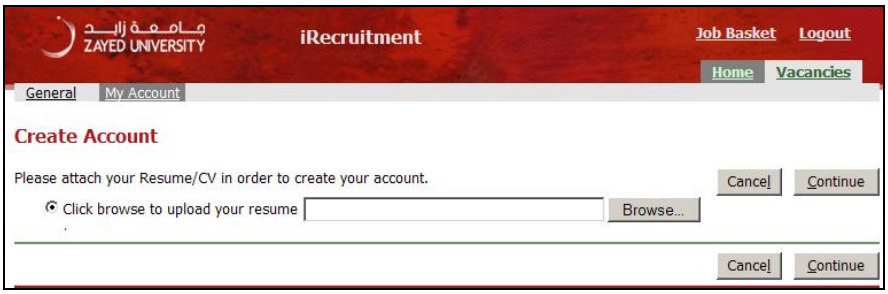


REGISTRATION INFORMATION: CREATE ACCOUNT

At this point – you will need to Attach an Electronic Copy of your CV/Resume – please note that the Resume / CV document is Required to move to the next step.

Once Resume/CV has been uploaded → click the "Continue" button to proceed to the next Step "Personal Information".

Note: If you do not have your CV/Resume ready to attach – you can choose to Cancel and finish updating your account details at a later time. *Important: please be sure to remember your email address and password at this time – as the system is defaulted to **not** **send emails (even if requesting a new password).***



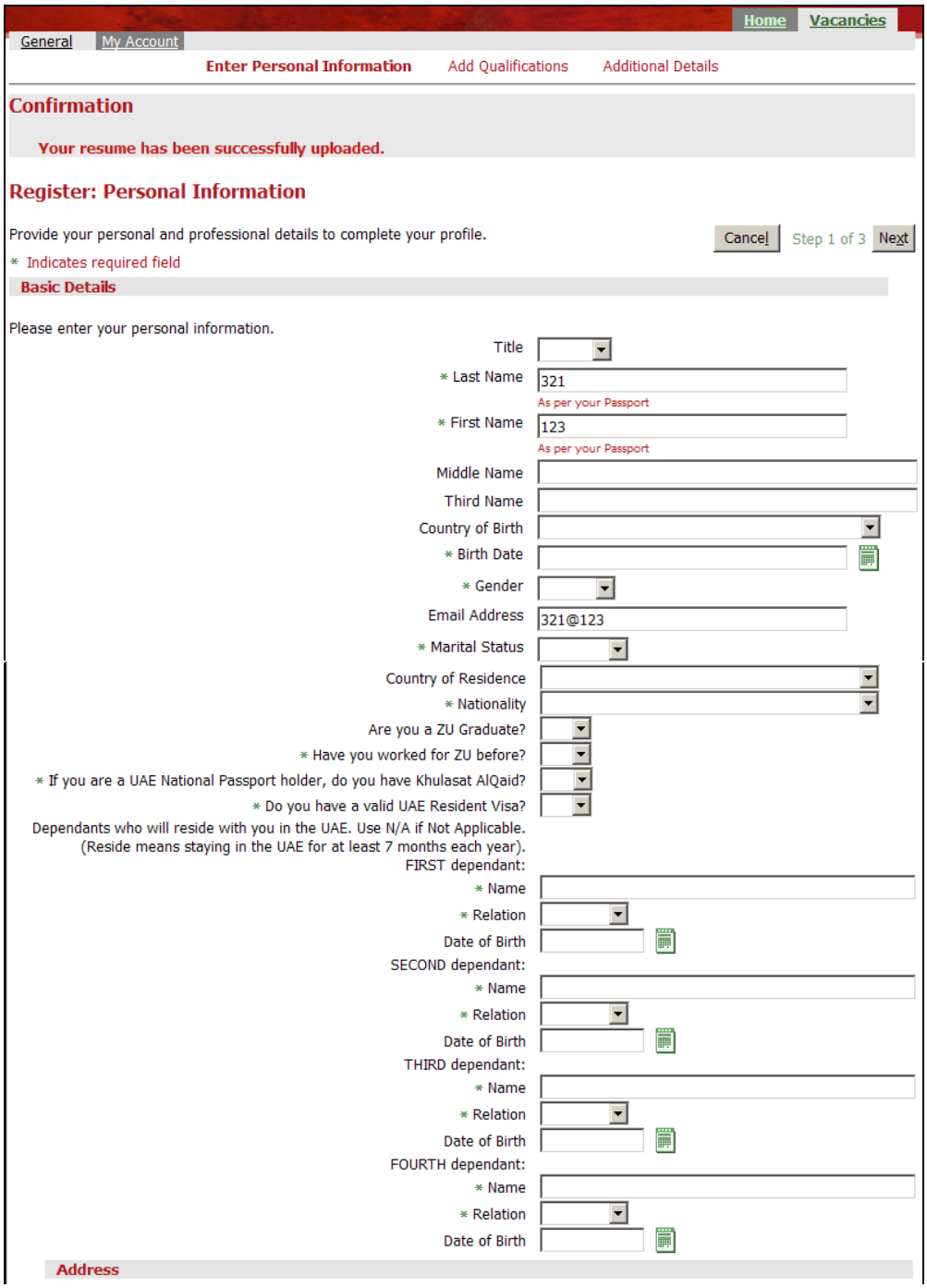
REGISTER: PERSONAL INFORMATION (STEP 1 OF 3)

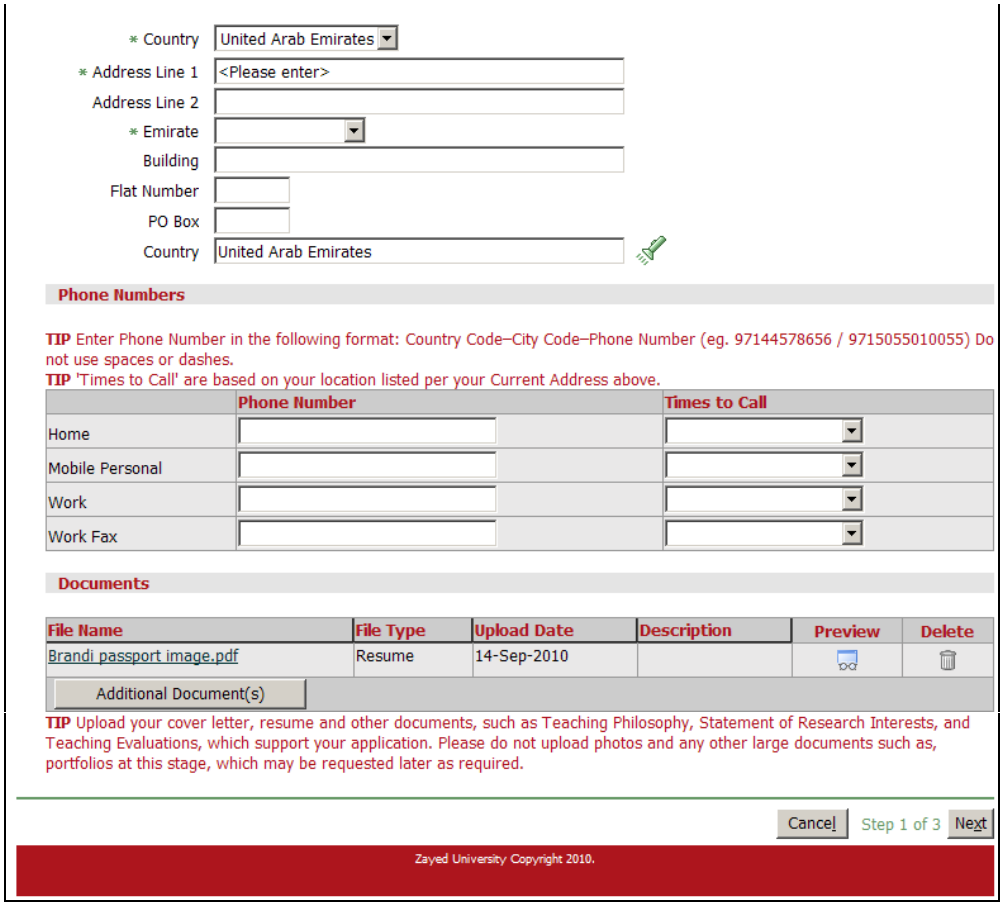
Please note that all fields marked with the * are required and must be populated with something. If there is no information to place into a required field due to being Not Applicable → simply input N/A.

Personal Information (Step 1 of 3) Data Fields		
BASIC DETAILS	Please insert your Personal and Professional details within this section.	
	Title	Select one from the list of Options
	Last Name (Required)	As per your Passport
	First Name (Required)	As per your Passport
	Middle Name	As per your Passport
	Third Name	As per your Passport
	Country of Birth	As per your Passport
	Birth Date (Required)	As per your Passport
	Gender (Required)	As per your Passport
	Email Address	
	Marital Status (Required)	
	Country of Residence (Required)	
	Nationality (Required)	As per your Passport.
	Are you a ZU Graduate?	
	Have you worked for ZU before? (Required)	
	If you are a UAE National Passport holder, do you have Khulasat AlQuaid? (Required)	
	Do you have a valid UAE Resident Visa?	
DEPENDANT DETAILS	Please only input data for Dependants that Reside (or you plan to have reside) with you in the UAE. • Reside: means staying with you in the UAE for at least 7 months of each year.	
	Name	As per his/her Passport (First, Middle, Third, Last)
	Relation	Select one from the list of options
	Date of Birth	As per his/her Passport
ADDRESS	**Please note that the data fields change based on the Country you select and may vary to what is shown below. (Please be sure to complete all required fields)** • If Selecting a country other than United Arab Emirates ➢ Be sure your Pop-Up Blocker is Turned Off. When you select "Other" it will bring up a new window (which will be blocked if you have your pop-up blocker enabled) that allows you to search for other countries. If Pop-Up Continues to be blocked → try holding your CTRL key down as you click on the "Other" option. ➢ A new Search Window will appear – for a full Country listing simply press the Go button with no criteria entered. Otherwise, if you wish to limit your view and search for only countries that begin with the letter "U" key in "U" into the search criteria and press go.	
PHONE NUMBERS	Please use this section to tell us how we can contact you via telephone. Please be sure to follow the Phone Number Formatting Tip requesting that you input the full number (inclusive of country code and city code).	
	• **Home**	• **Work**
	• **Mobile Personal**	• **Work Fax**

DOCUMENTS	Use this section to attach electronic copies of documents that support your application, such as: Cover Letter, Resume/CV, Teaching Philosophy, Statement of Research Interests, and Teaching Evaluations. • Please, at this time, do not upload photos or other documents that are large in size such as Portfolios. These may be requested at a later point in the recruitment process.

Click the "Next" button to proceed to Step 2 of 3 "Add Qualifications

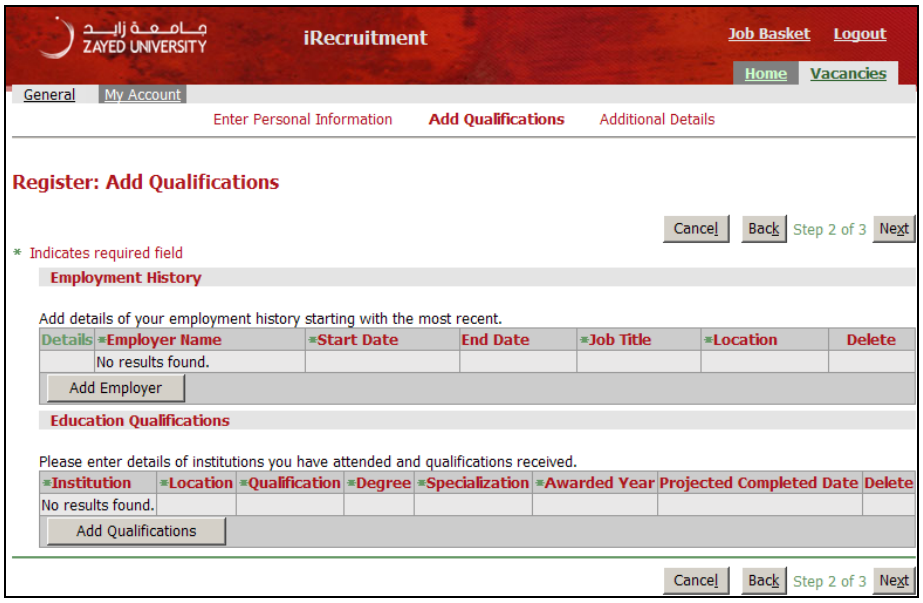



* Country
United Arab Emirates
* Address Line 1
<Please enter>
Address Line 2
* Emirate
Building
Flat Number
PO Box
Country
United Arab Emirates
Phone Numbers
TIP Enter Phone Number in the following format: Country Code–City Code–Phone Number (eg. 97144578656 / 9715055010055) Do not use spaces or dashes.
TIP 'Times to Call' are based on your location listed per your Current Address above.
Phone Number
Times to Call
Home
Mobile Personal
Work
Work Fax
Documents
File Name
File Type
Upload Date
Description
Preview
Delete
Brandi passport image.pdf
Resume
14-Sep-2010
Additional Document(s)
TIP Upload your cover letter, resume and other documents, such as Teaching Philosophy, Statement of Research Interests, and Teaching Evaluations, which support your application. Please do not upload photos and any other large documents such as, portfolios at this stage, which may be requested later as required.
Cancel
Step 1 of 3
Next
Zayed University Copyright 2010.

REGISTER: ADD QUALIFICATIONS (STEP 2 OF 3)

In Step 2 of 3 – this is where you input your Work and Educational History.

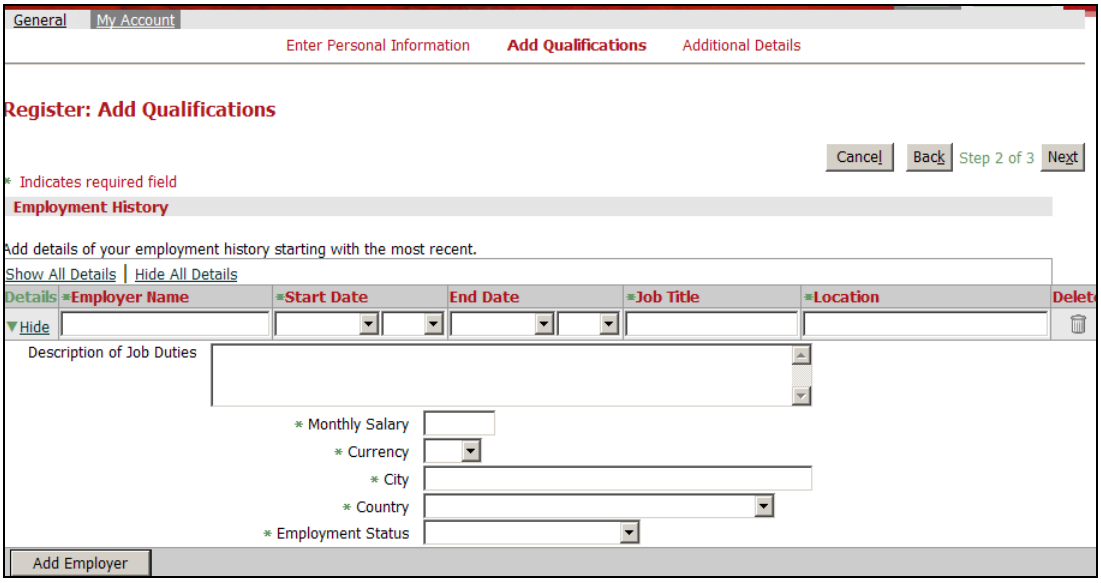
Note: If you Click on the "Add Employer" or "Add Qualification" buttons – you will be required to complete the required fields or Delete the new record by clicking on the Delete icon which is located to the right of the record.



ADD EMPLOYER

As you will notice – once the Add Employer button is clicked – a number of new fields appear (including some additional Required Fields). The system will allow you to input up to 20 Employment History Records.

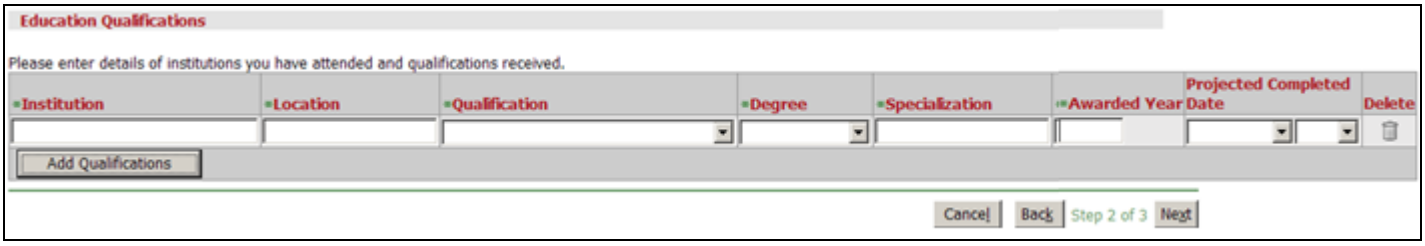
Employer Detail Fields		
PRIMARY EMPLOYMENT DATA	Employer Name (Required)	
	Start Date (Required)	
	End Date	
	Job Title (Required)	
	Location (Required)	
	Delete (Trash Can)	Use this if you wish to remove the Entire Record
ADDITIONAL EMPLOYMENT DATA	Description of Job Duties	
	Monthly Salary (Required)	
	Currency (Required)	
	City (Required)	
	Country (Required)	Select the Country that you worked from the list of options.
	Employment Status (Required)	Select one from the list of options



ADD QUALIFICATION

Once you click the "Add Qualification" button – it opens up the data fields for data entry. All required fields must be completed before the system will allow you to proceed.

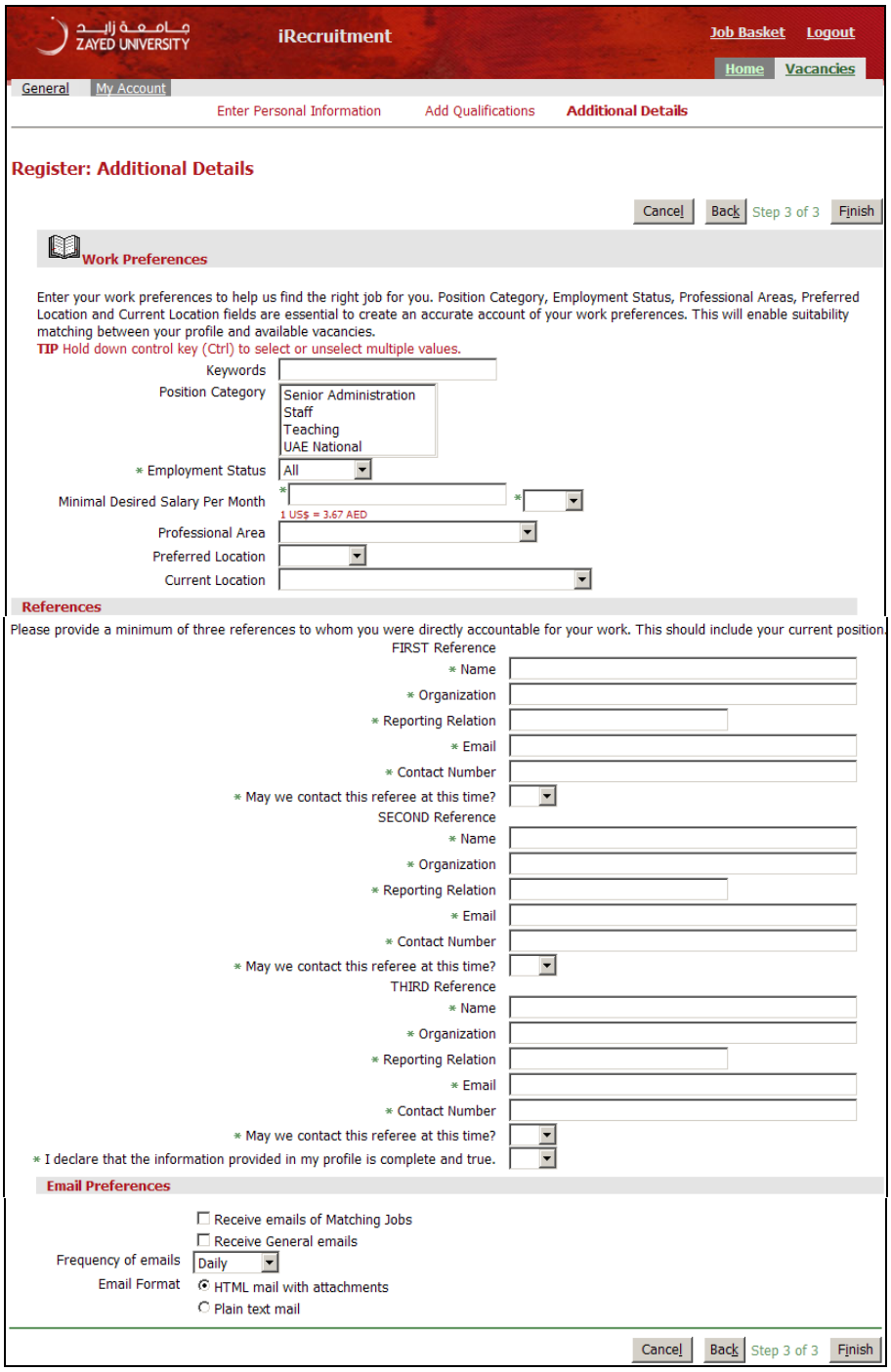
Employer Detail Fields		
PRIMARY EMPLOYMENT DATA	**Institution (Required)**	
	Location (Required)	Please specify the Country in which the Institution is located.
	Qualification (Required)	Select one from the list of Values provided.
	Degree (Required)	Select one from the list of Values provided.
	Specialization (Required)	Free text
	Awarded Year	4 digit Year in which you achieved your degree / qualification.
	Projected Competed Date	If you are still in the process of achieving this degree – please keep Awarded Year Blank and Insert the best known date of when you expect to complete this degree.
	Delete (Trash Can)	Use this if you wish to remove the Entire Record



REGISTER: ADDITIONAL DETAILS (STEP 3 OF 3)

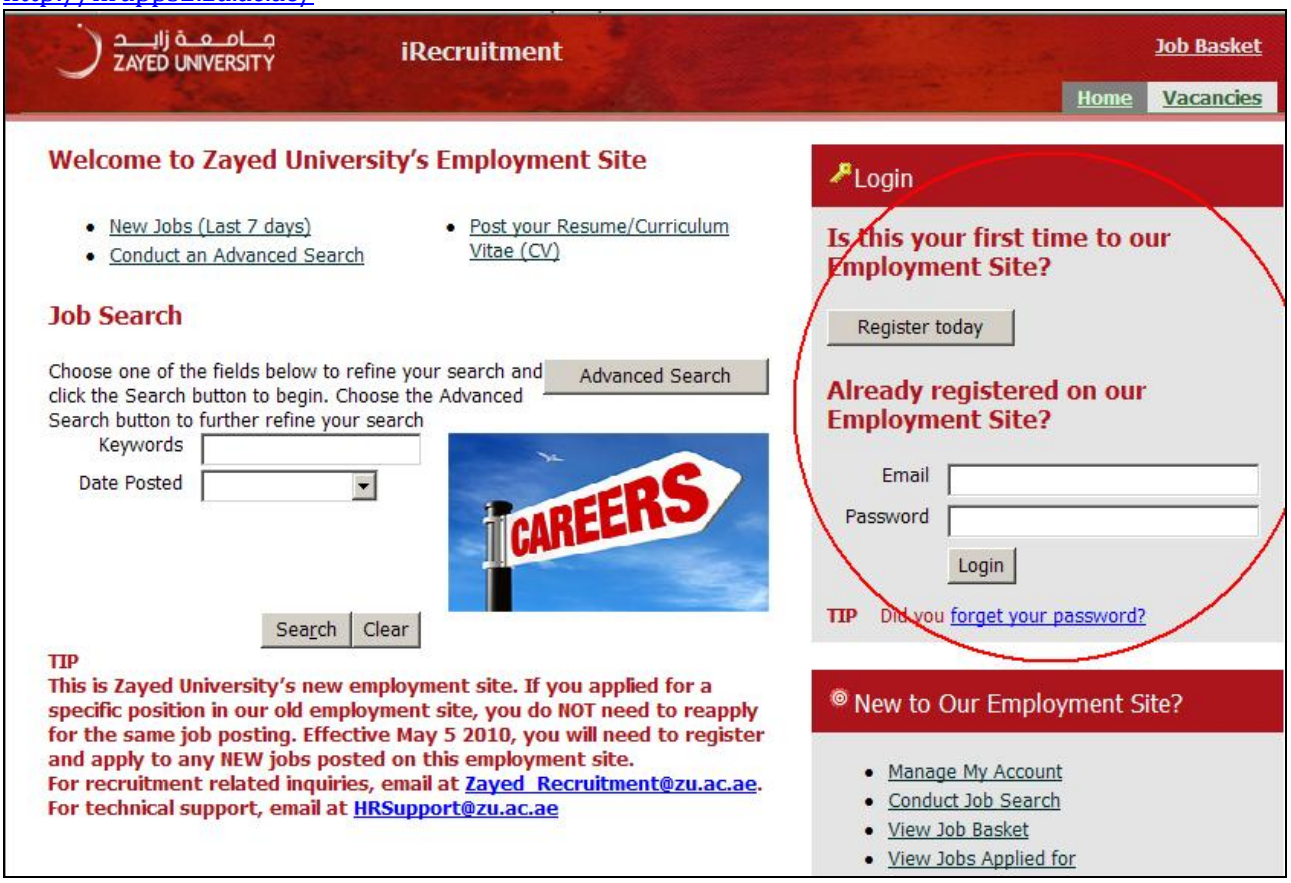
Additional Details (Step 3 of 3) Data Fields		
WORK PREFERENCE	Enter your work preferences to help us find the right job for you. Position Category, Employment Status, Professional Areas, Preferred Location and Current Location fields are essential to create an accurate account of your work preferences. This will enable suitability matching between your profile and available vacancies.	
	Key Words	Free Text & Self Explanatory
	Position Category	Select one or more from the following options: • Senior Administration • Staff • Teaching • UAE National
	Employment Status	Select one from the following options: • All • Full Time • Part Time • Temporary
	Minimal Desired Salary per Month	Insert the numerical value of the minimum monthly salary you are willing to accept. • **Currency:** please also note the small box off to the right – please select the currency (e.g. AED or USD)
	Professional Area	Select one from the options provided: • Please note that this is not required – if you wish to keep your options open you can leave this blank to avoid filtering out data.
	Preferred Location	Select one from the following options: • Abu Dhabi • All • Dubai
	Current Location	Select the Country that you currently reside in (e.g. Country of Residence)
REFERENCES	Please provide a minimum of three references to whom you were directly accountable for your work. This should include your current position.	
	Name	Please provide the First & Last Name of the contact.
	Organization	The Company where the Reference currently works.
	Reporting Relation	How do you know this person?
	Email	An Email address in which we may contact this reference.
	Contact Number	Please be sure to include the full phone number – inclusive of country & city codes.
	May we contact this referee at this time?	Prior to being hired we are required to contact references – BUT if there is any reason that you are wanting us to wait to contact a reference (e.g. current employer) please do let us know here.
EMAIL PREFERENCES	Inform the Recruitment System which emails you prefer to receive AND how often you wish to receive them.	
	Receive emails of Matching Jobs	If you wish to receive emails with links to job postings which match the Work Preference's that you input – tick this box here.
	Receive General emails ****Important****	Recommend to keep this box ticked: this will allow the Recruitment System to send you email alerts to your email box for items such as: • **Password Re-Setting:** If you have forgotten your password and click on the "forgot password link" – if this box is not ticked, the system is not able to send an email with a New Password. • **Interview Invites**

		• **Offers** • **Regret Letters** • And more…
	Frequency of Emails	Select one from the following list of options: • **Daily** • **Weekly** • **Bi-Weekly** • **Monthly**
	Email Format	Select one from the following options: • **HTML mail with attachments –** this enables pictures and pretty formatting options. • **Plain Text mail –** this is your standard text email usually smaller in size and will take up less storage space in your email box.
FINISH – click the Finish button to finish**.**		



LOG INTO YOUR REGISTERED ACCOUNT

Oracle iRecruit is a web-based software that can be found by navigating through your Internet Browser to the following web path:
http://hrapps2.zu.ac.ae/

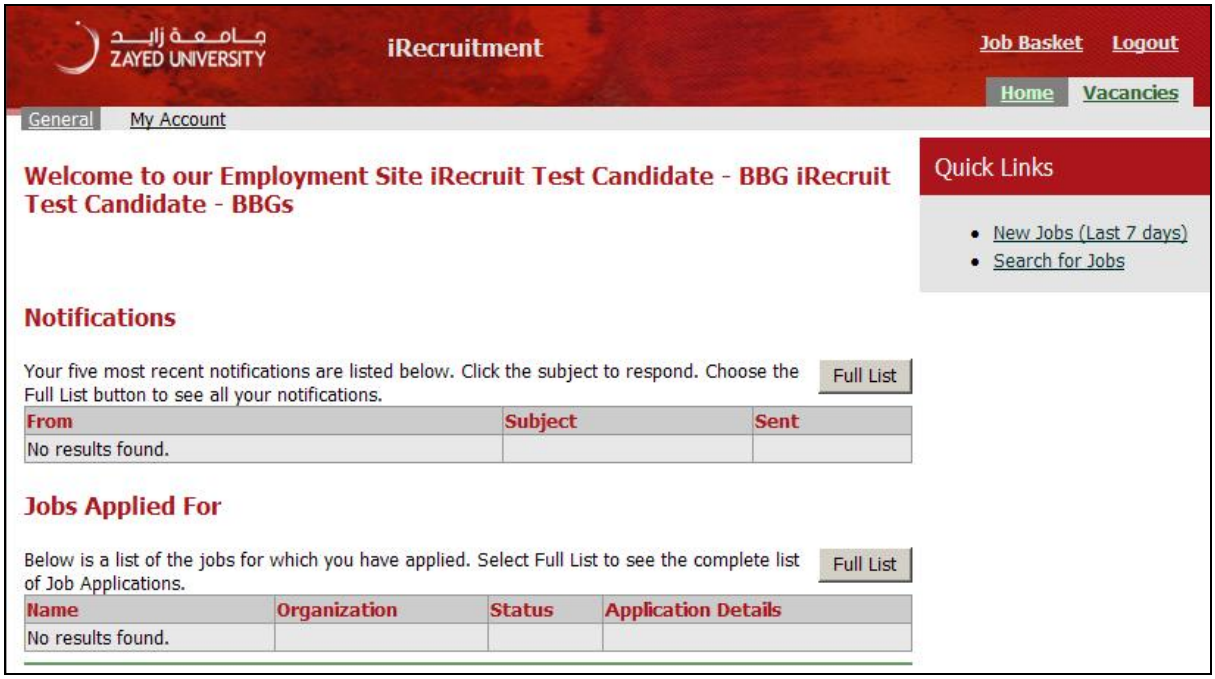

ZAYED UNIVERSITY
iRecruitment
Job Basket
Home
Vacancies
Welcome to Zayed University's Employment Site
New Jobs (Last 7 days)
Conduct an Advanced Search
Post your Resume/Curriculum Vitae (CV)
Job Search
Choose one of the fields below to refine your search and click the Search button to begin. Choose the Advanced Search button to further refine your search
Advanced Search
Keywords
Date Posted
CAREERS
Search
Clear
TIP
This is Zayed University's new employment site. If you applied for a specific position in our old employment site, you do NOT need to reapply for the same job posting. Effective May 5 2010, you will need to register and apply to any NEW jobs posted on this employment site.
For recruitment related inquiries, email at Zayed_Recruitment@zu.ac.ae.
For technical support, email at HRSupport@zu.ac.ae
Login
Is this your first time to our Employment Site?
Register today
Already registered on our Employment Site?
Email
Password
Login
TIP Did you forget your password?
New to Our Employment Site?
Manage My Account
Conduct Job Search
View Job Basket
View Jobs Applied for

Email: This is the email address in which you used to register your account.
Password: Self Generated Password when first registered an account.
Input your Email & Password then click the Login button.

FORGOT YOUR PASSWORD – Click on the link below the Login button "forget your password?" and then follow the steps

GETTING STARTED

Once logged in successfully you will see a page similar to the image below. From here you can View Notifications, View Jobs that you have submitted Applications for, And View/Update your Profile Information (My Account).



VIEW / UPDATE MY ACCOUNT DETAILS

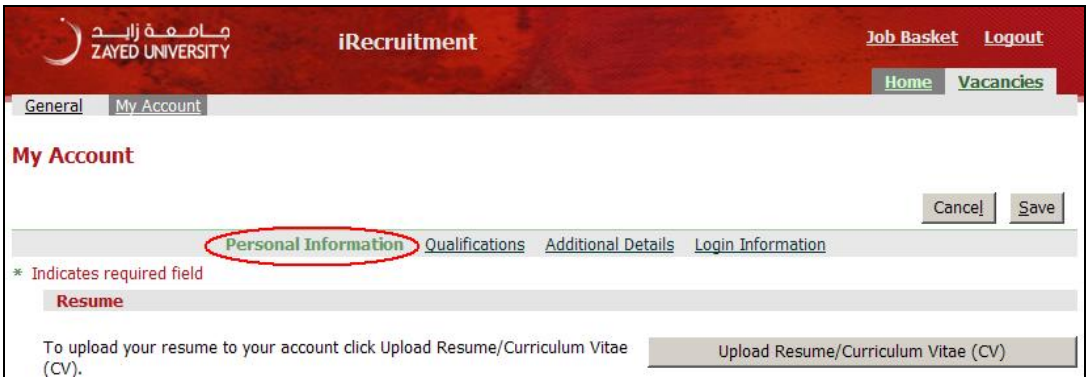
To View and/or Update your Profile Information simply click on *My Account* located at the Upper Left corner of the screen.

This will bring you to your Account Details where you can Add, Update, and/or Delete data within your Account → Personal Information, Qualifications, Additional Details, AND Login Information.

Please note that the Recruitment and Hiring Team only see your most up to date account details when viewing your profile.

VIEW / UPDATE PERSONAL INFORMATION

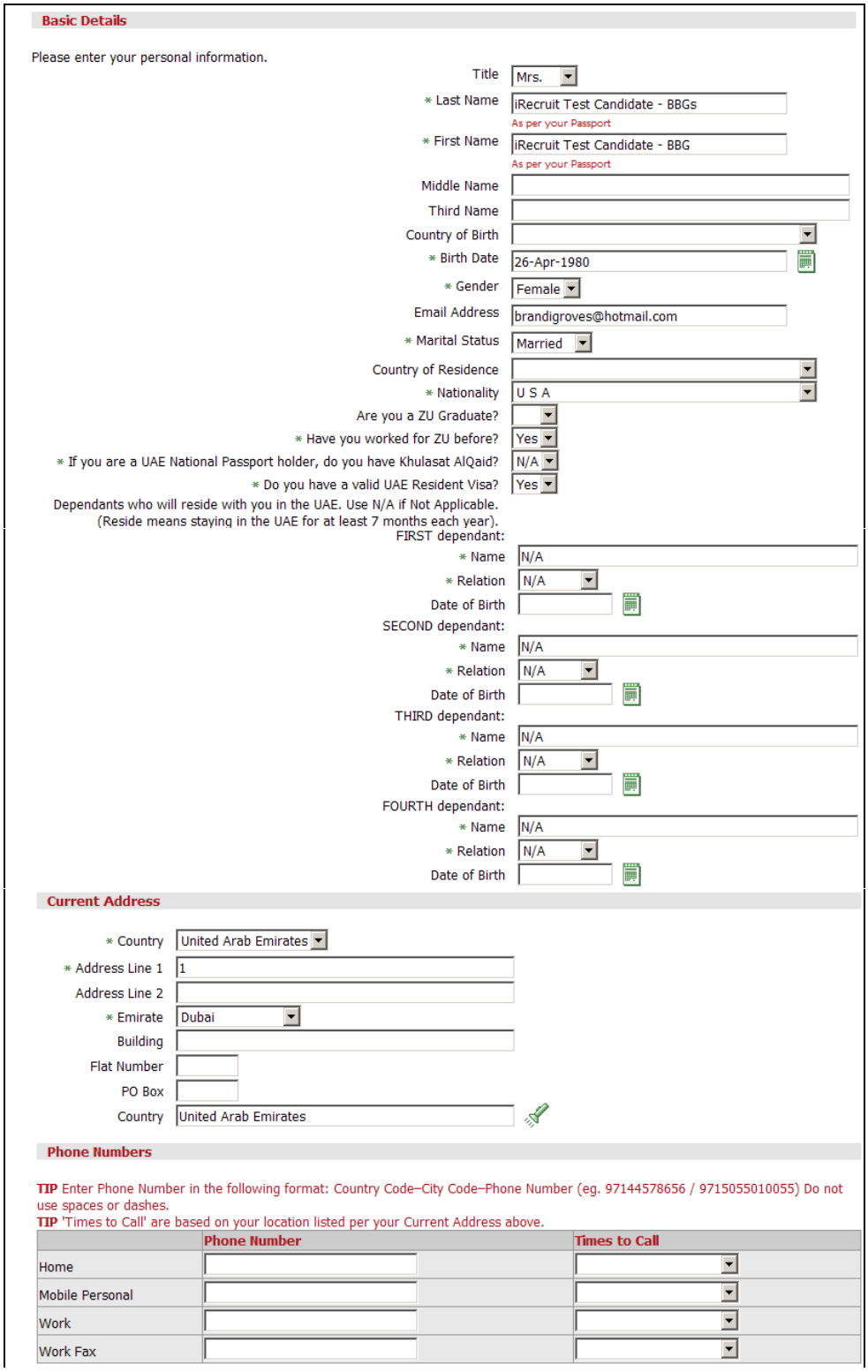
If there is a need to update, add, or modify any information within this section you can do so by simply updating the data within each field and clicking the SAVE button. Once data has been saved → this is what the Zayed University Recruitment team will be viewing.



Personal Information Data Fields		
BASIC DETAILS	Please insert your Personal and Professional details within this section.	
	Title	Select one from the list of Options
	Last Name (Required)	As per your Passport
	First Name (Required)	As per your Passport
	Middle Name	As per your Passport
	Third Name	As per your Passport
	Country of Birth	As per your Passport
	Birth Date (Required)	As per your Passport
	Gender (Required)	As per your Passport
	Email Address	
	Marital Status (Required)	
	Country of Residence (Required)	
	Nationality (Required)	As per your Passport.
	Are you a ZU Graduate?	
	Have you worked for ZU before? (Required)	
	If you are a UAE National Passport holder, do you have Khulasat AlQuaid? (Required)	
	Do you have a valid UAE Resident Visa?	
DEPENDANT DETAILS	Please only input data for Dependants that Reside (or you plan to have reside) with you in the UAE. • Reside: means staying with you in the UAE for at least 7 months of each year.	
	Name	As per his/her Passport (First, Middle, Third, Last)
	Relation	Select one from the list of options
	Date of Birth	As per his/her Passport
ADDRESS	**Please note that the data fields change based on the Country you select and may vary to what is shown below. (Please be sure to complete all required fields)** • If Selecting a country other than United Arab Emirates ➢ Be sure your Pop-Up Blocker is Turned Off. When you select "Other" it will bring up a new window (which will be blocked if you have your pop-up blocker enabled) that allows you to search for other countries. If Pop-Up Continues to be blocked → try holding your CTRL key down as you click on the "Other" option. A new Search Window will appear – for a full Country listing simply press the Go button with no criteria entered. Otherwise, if you wish to limit your view and search for only countries that begin with the letter "U" key in "U" into the search criteria and press go.	
PHONE NUMBERS	Please use this section to tell us how we can contact you via telephone. Please be sure to follow the Phone Number Formatting Tip requesting that you input the full number (inclusive of country code and city code).	
	• **Home**	• **Work**
	• **Mobile Personal**	• **Work Fax**

DOCUMENTS	Use this section to attach electronic copies of documents that support your application, such as: Cover Letter, Resume/CV, Teaching Philosophy, Statement of Research Interests, and Teaching Evaluations. • Please, at this time, do not upload photos or other documents that are large in size such as Portfolios. These may be requested at a later point in the recruitment process.

Click the "Save" button to Save the information as it is now keyed into the above data fields.



Basic Details

Please enter your personal information.

Title: Mrs.
* Last Name: iRecruit Test Candidate - BBGs (As per your Passport)
* First Name: iRecruit Test Candidate - BBG (As per your Passport)
Middle Name:
Third Name:
Country of Birth:
* Birth Date: 26-Apr-1980
* Gender: Female
Email Address: brandigroves@hotmail.com
* Marital Status: Married
Country of Residence:
* Nationality: U S A
Are you a ZU Graduate?:
* Have you worked for ZU before?: Yes
* If you are a UAE National Passport holder, do you have Khulasat AlQaid?: N/A
* Do you have a valid UAE Resident Visa?: Yes

Dependants who will reside with you in the UAE. Use N/A if Not Applicable. (Reside means staying in the UAE for at least 7 months each year).

FIRST dependant:
* Name: N/A
* Relation: N/A
Date of Birth:

SECOND dependant:
* Name: N/A
* Relation: N/A
Date of Birth:

THIRD dependant:
* Name: N/A
* Relation: N/A
Date of Birth:

FOURTH dependant:
* Name: N/A
* Relation: N/A
Date of Birth:

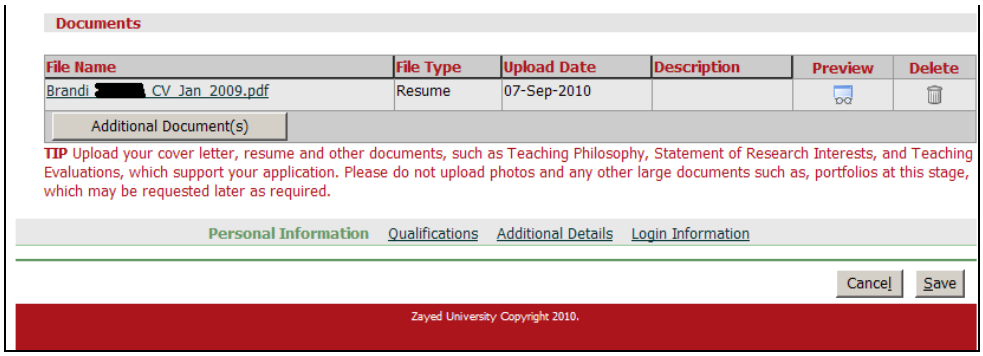
Current Address

* Country: United Arab Emirates
* Address Line 1: 1
Address Line 2:
* Emirate: Dubai
Building:
Flat Number:
PO Box:
Country: United Arab Emirates

Phone Numbers

TIP Enter Phone Number in the following format: Country Code–City Code–Phone Number (eg. 97144578656 / 9715055010055) Do not use spaces or dashes.
TIP 'Times to Call' are based on your location listed per your Current Address above.

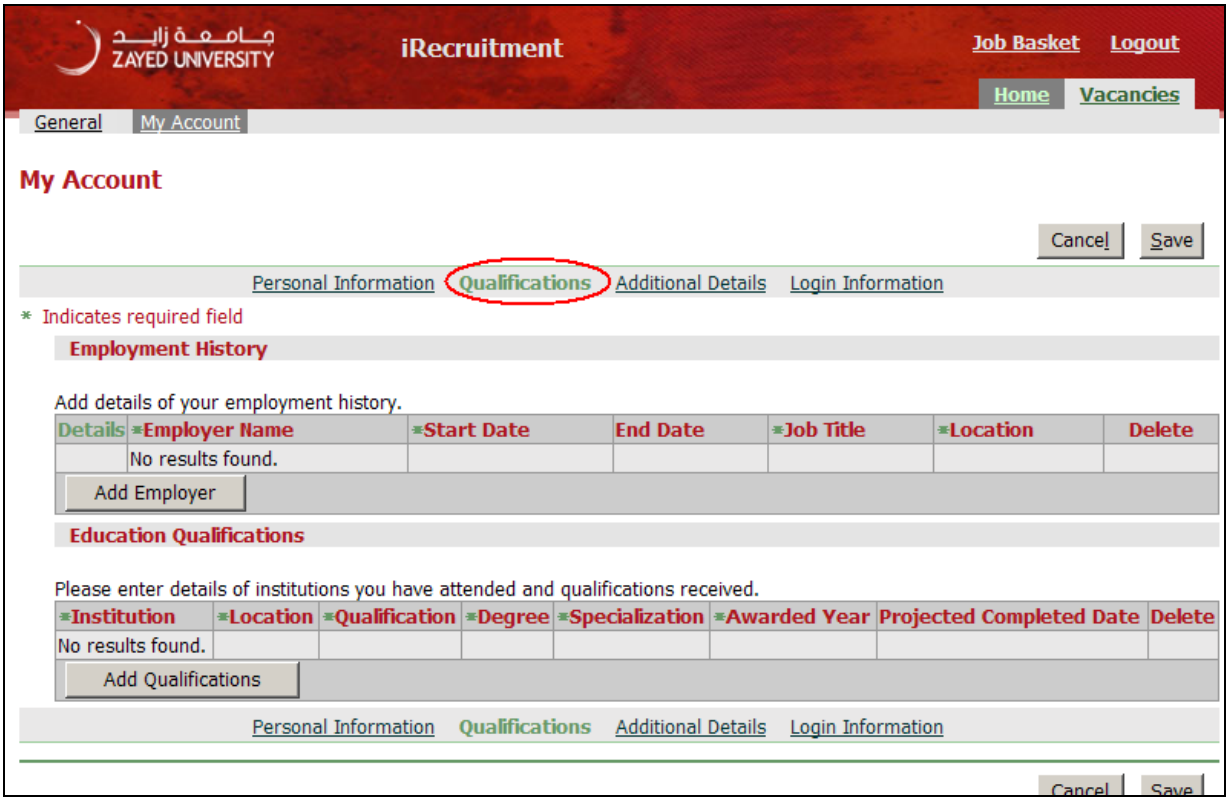
	Phone Number	Times to Call
Home		
Mobile Personal		
Work		
Work Fax		


Documents
File Name
File Type
Upload Date
Description
Preview
Delete
Brandi [redacted] CV Jan 2009.pdf
Resume
07-Sep-2010
Additional Document(s)
TIP Upload your cover letter, resume and other documents, such as Teaching Philosophy, Statement of Research Interests, and Teaching Evaluations, which support your application. Please do not upload photos and any other large documents such as, portfolios at this stage, which may be requested later as required.
Personal Information
Qualifications
Additional Details
Login Information
Cancel
Save
Zayed University Copyright 2010.

VIEW / UPDATE QUALIFICATIONS

This is where you input your Work and Educational History.

Note: If you Click on the "Add Employer" or "Add Qualification" buttons – you will be required to complete the required fields or Delete the new record by clicking on the Delete icon which is located to the right of the record.

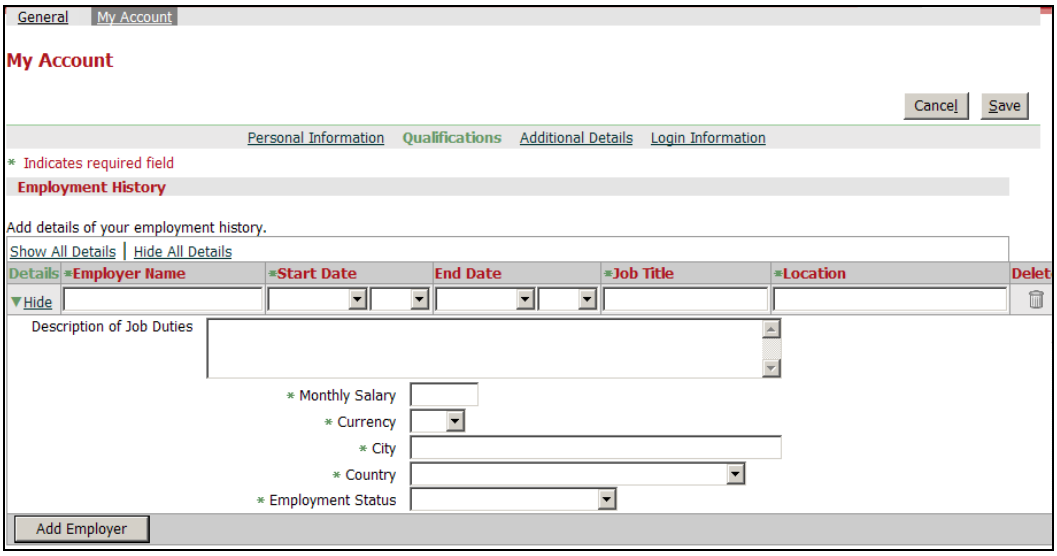


VIEW / UPDATE EMPLOYMENT HISTORY

As you will notice – once the Add Employer button is clicked – a number of new fields appear (including some additional Required Fields). The system will allow you to input up to 20 Employment History Records.

Employer Detail Fields		
PRIMARY EMPLOYMENT DATA	Employer Name (Required)	
	Start Date (Required)	
	End Date	
	Job Title (Required)	
	Location (Required)	

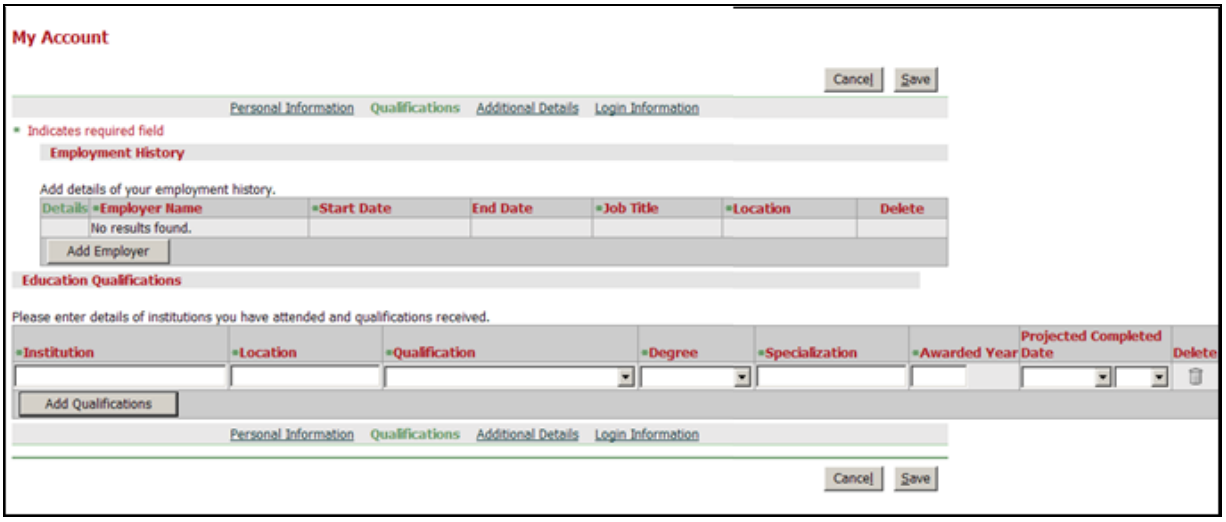
	Delete (Trash Can)	Use this if you wish to remove the Entire Record
ADDITIONAL EMPLOYMENT DATA	Description of Job Duties	
	Monthly Salary (Required)	
	Currency (Required)	
	City (Required)	
	Country (Required)	Select the Country that you worked from the list of options.
	Employment Status (Required)	Select one from the list of options



VIEW / UPDATE EDUCATION QUALIFICATIONS

Once you click the "Add Qualification" button – it opens up the data fields for data entry. All required fields must be completed before the system will allow you to proceed.

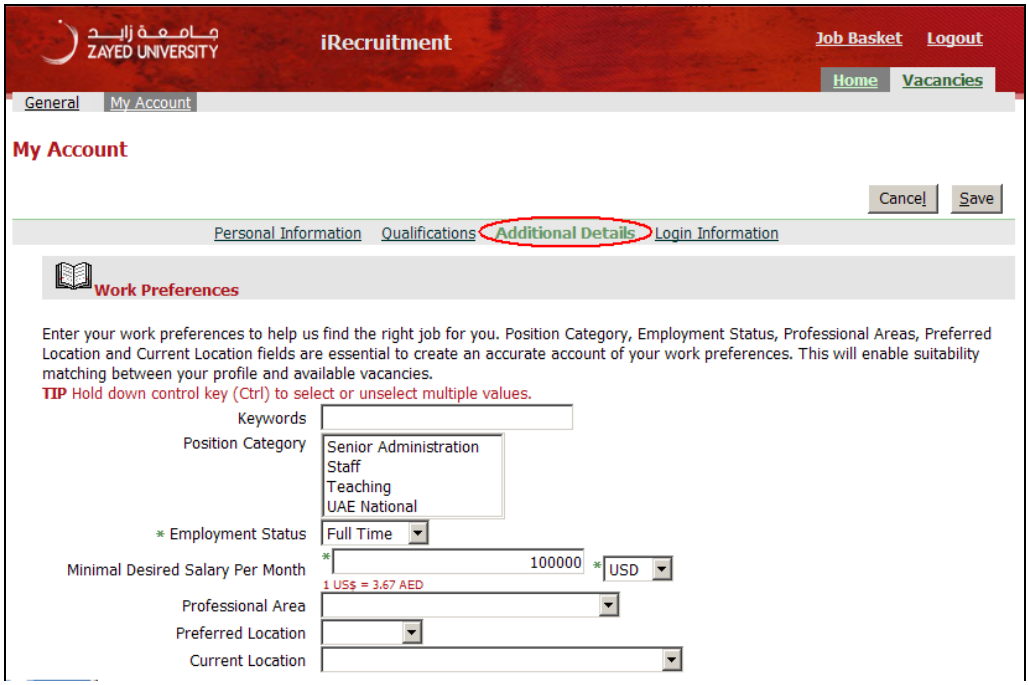
Employer Detail Fields		
PRIMARY EMPLOYMENT DATA	**Institution (Required)**	
	Location (Required)	Please specify the Country in which the Institution is located.
	Qualification (Required)	Select one from the list of Values provided.
	Degree (Required)	Select one from the list of Values provided.
	Specialization (Required)	Free text
	Awarded Year	4 digit Year in which you achieved your degree / qualification.
	Projected Competed Date	If you are still in the process of achieving this degree – please keep Awarded Year Blank and Insert the best known date of when you expect to complete this degree.
	Delete (Trash Can)	Use this if you wish to remove the Entire Record

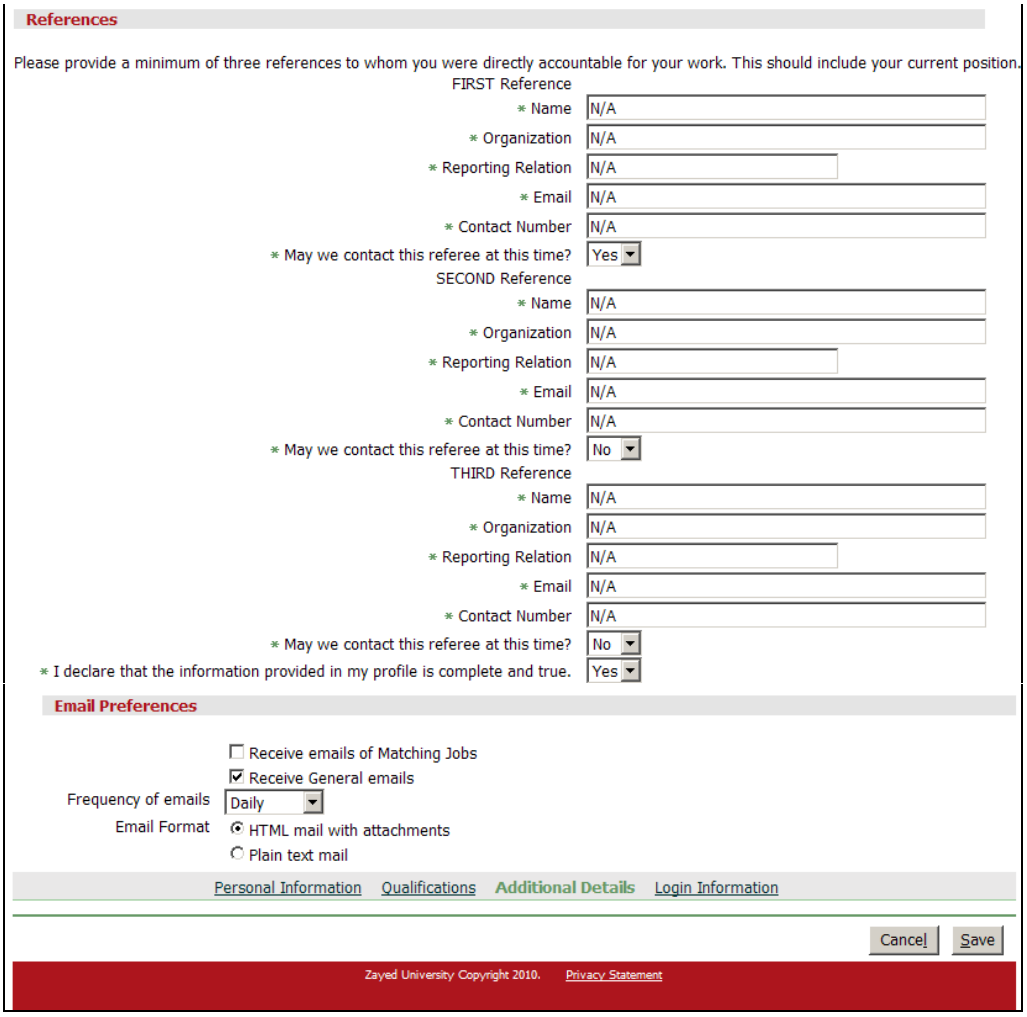


VIEW / UPDATE ADDITIONAL DETAILS

Additional Details Data Fields		
WORK PREFERENCE	Enter your work preferences to help us find the right job for you. Position Category, Employment Status, Professional Areas, Preferred Location and Current Location fields are essential to create an accurate account of your work preferences. This will enable suitability matching between your profile and available vacancies.	
	Key Words	Free Text & Self Explanatory
	Position Category	Select one or more from the following options: • Senior Administration • Staff • Teaching • UAE National
	Employment Status	Select one from the following options: • All • Full Time • Part Time • Temporary
	Minimal Desired Salary per Month	Insert the numerical value of the minimum monthly salary you are willing to accept. • **Currency:** please also note the small box off to the right – please select the currency (e.g. AED or USD)
	Professional Area	Select one from the options provided: • Please note that this is not required – if you wish to keep your options open you can leave this blank to avoid filtering out data.
	Preferred Location	Select one from the following options: • Abu Dhabi • All • Dubai
	Current Location	Select the Country that you currently reside in (e.g. Country of Residence)
REFERENCES	Please provide a minimum of three references to whom you were directly accountable for your work. This should include your current position.	
	Name	Please provide the First & Last Name of the contact.
	Organization	The Company where the Reference currently works.
	Reporting Relation	How do you know this person?
	Email	An Email address in which we may contact this reference.
	Contact Number	Please be sure to include the full phone number – inclusive of country & city codes.
	May we contact this referee at this time?	Prior to being hired we are required to contact references – BUT if there is any reason that you are wanting us to wait to contact a reference (e.g. current employer) please do let us know here.

EMAIL PREFERENCES	Inform the Recruitment System which emails you prefer to receive AND how often you wish to receive them.	
	Receive emails of Matching Jobs	If you wish to receive emails with links to job postings which match the Work Preference's that you input – tick this box here.
	Receive General emails ****Important****	Recommend to keep this box ticked: this will allow the Recruitment System to send you email alerts to your email box for items such as: • **Password Re-Setting:** If you have forgotten your password and click on the "forgot password link" – if this box is not ticked, the system is not able to send an email with a New Password. • **Interview Invites** • **Offers** • **Regret Letters** • And more…
	Frequency of Emails	Select one from the following list of options: • **Daily** • **Weekly** • **Bi-Weekly** • **Monthly**
	Email Format	Select one from the following options: • **HTML mail with attachments –** this enables pictures and pretty formatting options. • **Plain Text mail –** this is your standard text email usually smaller in size and will take up less storage space in your email box.
FINISH – click the Finish button to finish.		




References
Please provide a minimum of three references to whom you were directly accountable for your work. This should include your current position.
FIRST Reference
* Name N/A
* Organization N/A
* Reporting Relation N/A
* Email N/A
* Contact Number N/A
* May we contact this referee at this time? Yes
SECOND Reference
* Name N/A
* Organization N/A
* Reporting Relation N/A
* Email N/A
* Contact Number N/A
* May we contact this referee at this time? No
THIRD Reference
* Name N/A
* Organization N/A
* Reporting Relation N/A
* Email N/A
* Contact Number N/A
* May we contact this referee at this time? No
* I declare that the information provided in my profile is complete and true. Yes
Email Preferences
Receive emails of Matching Jobs
Receive General emails
Frequency of emails Daily
Email Format
HTML mail with attachments
Plain text mail
Personal Information Qualifications Additional Details Login Information
Cancel Save
Zayed University Copyright 2010. Privacy Statement

VIEW / UPDATE LOGIN INFORMATION (PASSWORD)

Within this section you can view your User Name (e.g. the email address you used to register your account) and change your Password for logging into iRecruit.

USER NAME

If you have stopped using your email address that your Zayed University iRecruitment Account was created with → the system will not allow you personally to update the email address for your account; however, our Technical Team can perform this function via the System Administrator Responsibility so please email us @ HRSupport@zu.ac.ae from the email address currently shown within your profile and we will gladly get it updated.

CHANGE YOUR PASSWORD

Insert your Current Password and then enter your New Password in the New Password and Confirm New Password Data fields.

Please remember the system requires a **Strong Password**:

Passwords Must be Strong:

- **Alpha Numeric**
- **Minimum of 6 characters in length**
- **Zero Repetition of Characters (e.g. no double letters or numbers → aa's, 11's, etc…)**

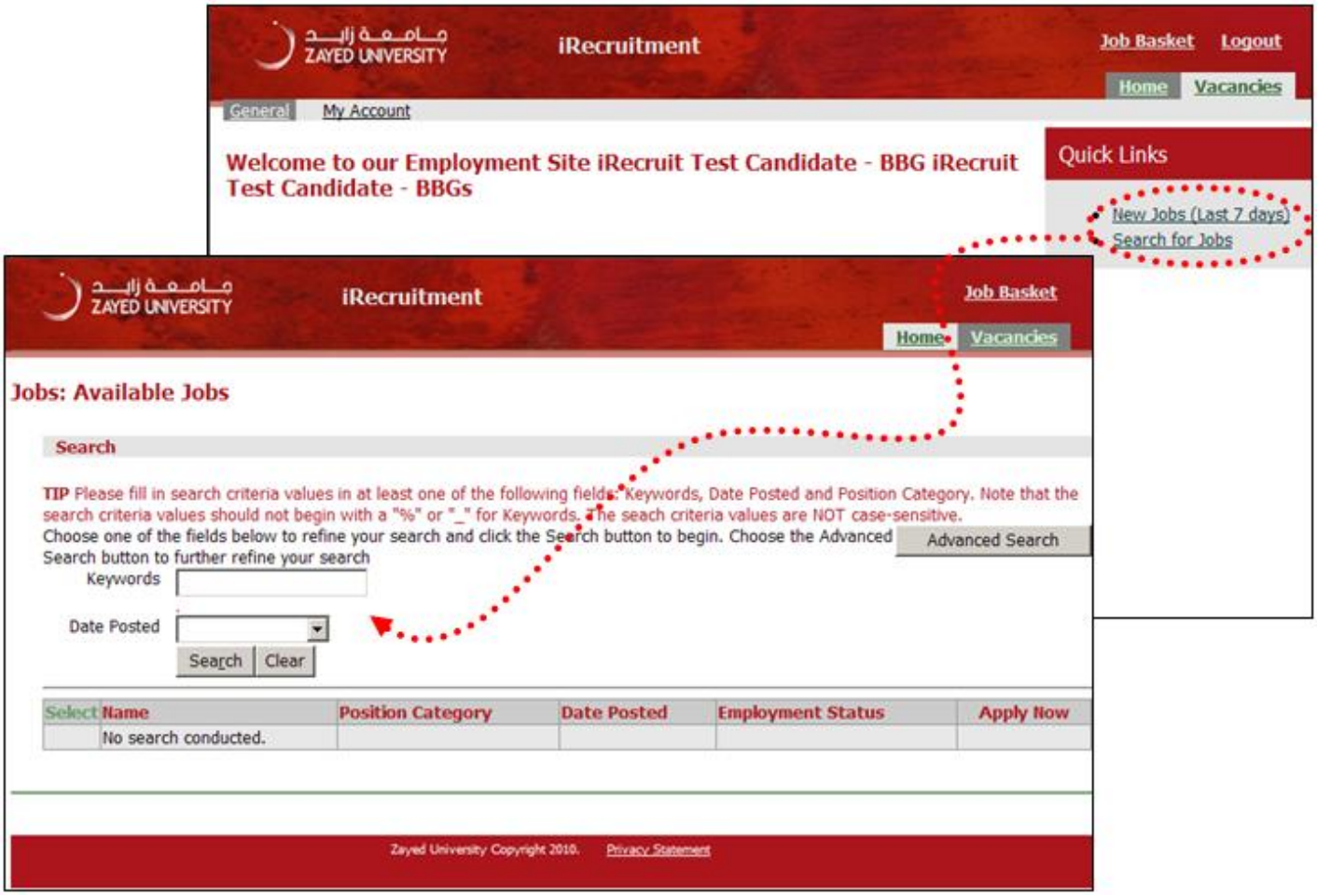
Password Examples	**Strong Passwords (System will Accept)**	• 12345a • abcde1 • alpha8
	Weak Passwords (System will Reject)	• happy1 • zayedu • 654321

APPLY FOR A VACANCY

So now you have successfully Registered and Updated your Zayed University iRecruit User Account. Now it's time to start applying for the jobs.

SEARCH FOR VACANCIES

To begin searching for jobs / vacancies to apply for click one of the Quick Links: Search for Job or New Jobs (Last 7 days); which are provided in the upper left hand corner of the screen. This will take you to an Available Jobs Search Screen.


ZAYED UNIVERSITY
iRecruitment
Job Basket
Logout
Home
Vacancies
General
My Account
Welcome to our Employment Site iRecruit Test Candidate - BBG iRecruit Test Candidate - BBGs
Quick Links
New Jobs (Last 7 days)
Search for Jobs
ZAYED UNIVERSITY
iRecruitment
Job Basket
Home
Vacancies
Jobs: Available Jobs
Search
TIP Please fill in search criteria values in at least one of the following fields: Keywords, Date Posted and Position Category. Note that the search criteria values should not begin with a "%" or "_" for Keywords. The seach criteria values are NOT case-sensitive.
Choose one of the fields below to refine your search and click the Search button to begin. Choose the Advanced Search button to further refine your search
Advanced Search
Keywords
Date Posted
Search
Clear
Select
Name
Position Category
Date Posted
Employment Status
Apply Now
No search conducted.
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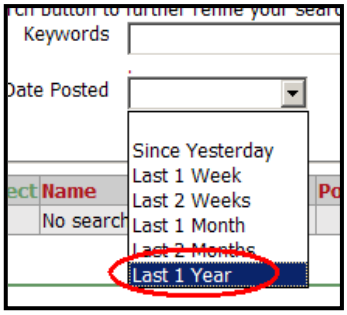
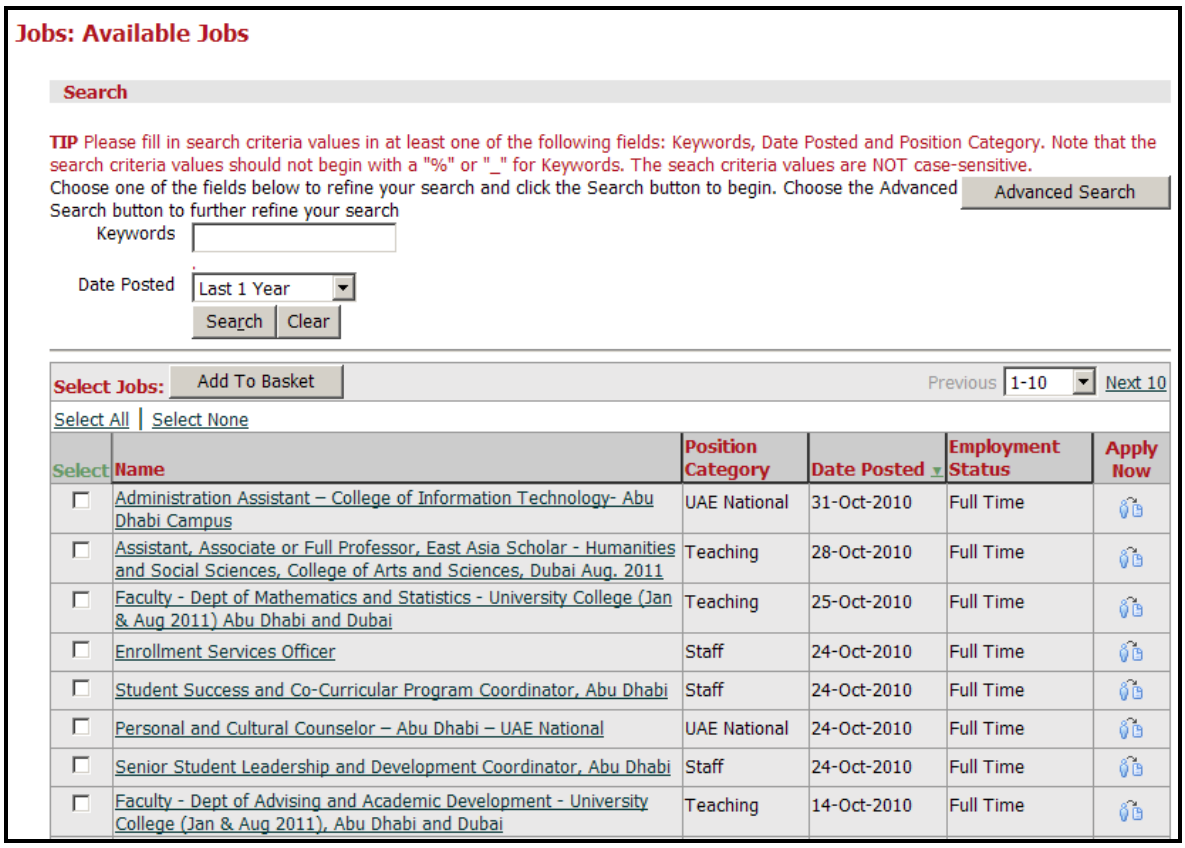
Within the Available Jobs Search Screen. 1- Input your Search Criteria (there must be something input – otherwise you will receive an error) → then click the Search Button.

Hint: If you wish to view all Available Jobs Select **Date Posted = Last 1 Year.**



Once your Search Criteria has been input and the Search button has been clicked; all Job Vacancies that meet your search criteria will populate the Job Detail Table below.



Jobs: Available Jobs

Search

TIP Please fill in search criteria values in at least one of the following fields: Keywords, Date Posted and Position Category. Note that the search criteria values should not begin with a "%" or "_" for Keywords. The seach criteria values are NOT case-sensitive.
Choose one of the fields below to refine your search and click the Search button to begin. Choose the Advanced Search button to further refine your search

Advanced Search

Keywords

Date Posted: Last 1 Year

Search | Clear

Select Jobs: Add To Basket — Previous 1-10 Next 10

Select All | Select None

Select	Name	Position Category	Date Posted	Employment Status	Apply Now
☐	Administration Assistant – College of Information Technology- Abu Dhabi Campus	UAE National	31-Oct-2010	Full Time	
☐	Assistant, Associate or Full Professor, East Asia Scholar - Humanities and Social Sciences, College of Arts and Sciences, Dubai Aug. 2011	Teaching	28-Oct-2010	Full Time	
☐	Faculty - Dept of Mathematics and Statistics - University College (Jan & Aug 2011) Abu Dhabi and Dubai	Teaching	25-Oct-2010	Full Time	
☐	Enrollment Services Officer	Staff	24-Oct-2010	Full Time	
☐	Student Success and Co-Curricular Program Coordinator, Abu Dhabi	Staff	24-Oct-2010	Full Time	
☐	Personal and Cultural Counselor – Abu Dhabi – UAE National	UAE National	24-Oct-2010	Full Time	
☐	Senior Student Leadership and Development Coordinator, Abu Dhabi	Staff	24-Oct-2010	Full Time	
☐	Faculty - Dept of Advising and Academic Development - University College (Jan & Aug 2011), Abu Dhabi and Dubai	Teaching	14-Oct-2010	Full Time	

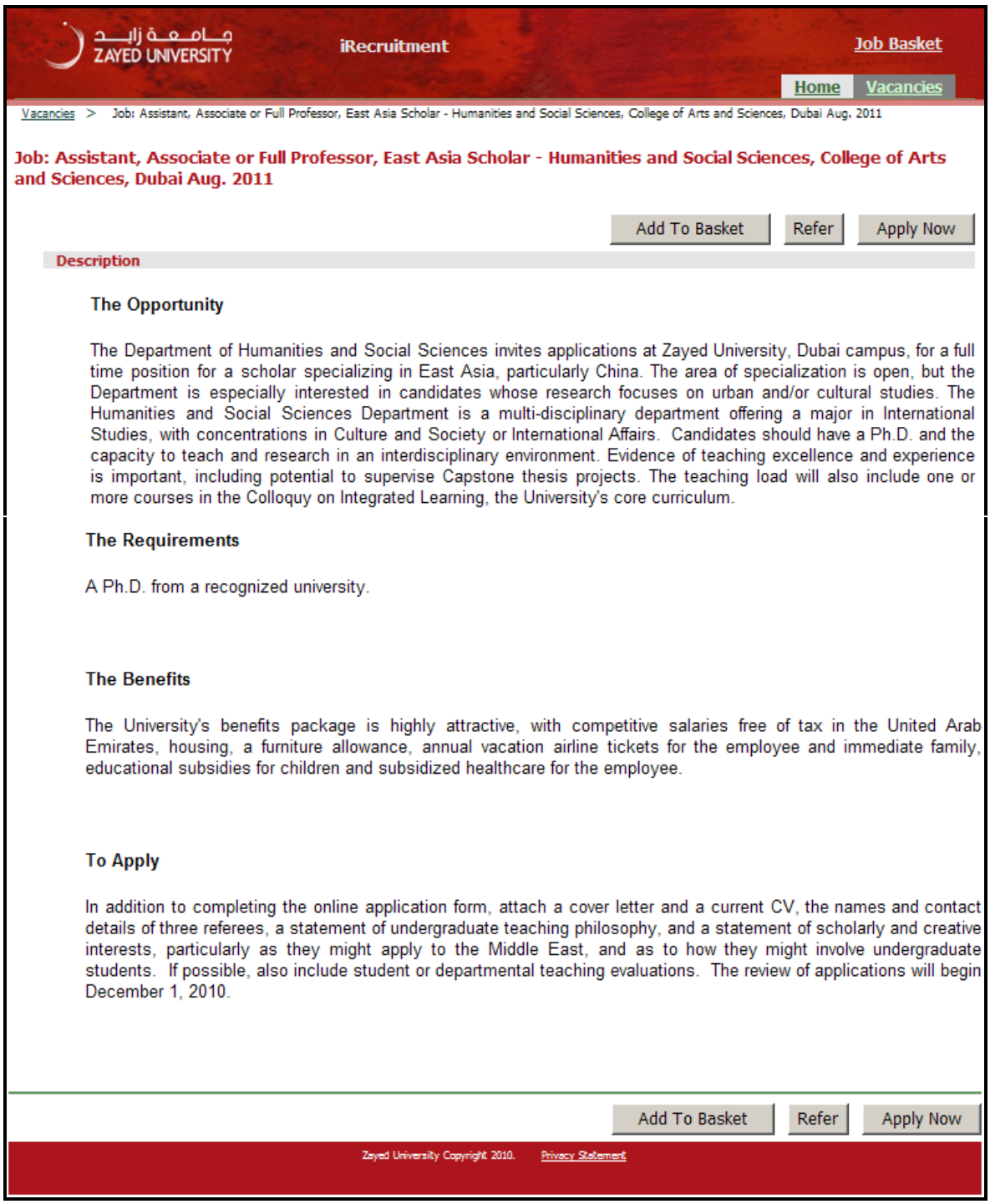
VIEW FULL JOB DESCRIPTION

To view the full job description click on the Job Name that you wish to view the description of.

Select Jobs: Add To Basket — Previous 1-10 Next 10

Select All | Select None

Select	Name	Position Category	Date Posted	Employment Status	Apply Now
☐	Administration Assistant – College of Information Technology- Abu Dhabi Campus	UAE National	31-Oct-2010	Full Time	
☐	Assistant, Associate or Full Professor, East Asia Scholar - Humanities and Social Sciences, College of Arts and Sciences, Dubai Aug. 2011	Teaching	28-Oct-2010	Full Time	
☐	Faculty - Dept of Mathematics and Statistics - University College (Jan & Aug 2011) Abu Dhabi and Dubai	Teaching	25-Oct-2010	Full Time	
☐	Enrollment Services Officer	Staff	24-Oct-2010	Full Time	
☐	Student Success and Co-Curricular Program Coordinator, Abu Dhabi	Staff	24-Oct-2010	Full Time	
☐	Personal and Cultural Counselor – Abu Dhabi – UAE National	UAE National	24-Oct-2010	Full Time	
☐	Senior Student Leadership and Development Coordinator, Abu Dhabi	Staff	24-Oct-2010	Full Time	
☐	Faculty - Dept of Advising and Academic Development - University College (Jan & Aug 2011), Abu Dhabi and Dubai	Teaching	14-Oct-2010	Full Time	


جامعة زايد
ZAYED UNIVERSITY
iRecruitment
Job Basket
Home
Vacancies
Vacancies > Job: Assistant, Associate or Full Professor, East Asia Scholar - Humanities and Social Sciences, College of Arts and Sciences, Dubai Aug. 2011
Job: Assistant, Associate or Full Professor, East Asia Scholar - Humanities and Social Sciences, College of Arts and Sciences, Dubai Aug. 2011
Add To Basket
Refer
Apply Now
Description
The Opportunity
The Department of Humanities and Social Sciences invites applications at Zayed University, Dubai campus, for a full time position for a scholar specializing in East Asia, particularly China. The area of specialization is open, but the Department is especially interested in candidates whose research focuses on urban and/or cultural studies. The Humanities and Social Sciences Department is a multi-disciplinary department offering a major in International Studies, with concentrations in Culture and Society or International Affairs. Candidates should have a Ph.D. and the capacity to teach and research in an interdisciplinary environment. Evidence of teaching excellence and experience is important, including potential to supervise Capstone thesis projects. The teaching load will also include one or more courses in the Colloquy on Integrated Learning, the University's core curriculum.
The Requirements
A Ph.D. from a recognized university.
The Benefits
The University's benefits package is highly attractive, with competitive salaries free of tax in the United Arab Emirates, housing, a furniture allowance, annual vacation airline tickets for the employee and immediate family, educational subsidies for children and subsidized healthcare for the employee.
To Apply
In addition to completing the online application form, attach a cover letter and a current CV, the names and contact details of three referees, a statement of undergraduate teaching philosophy, and a statement of scholarly and creative interests, particularly as they might apply to the Middle East, and as to how they might involve undergraduate students. If possible, also include student or departmental teaching evaluations. The review of applications will begin December 1, 2010.
Add To Basket
Refer
Apply Now
Zayed University Copyright 2010.
Privacy Statement

Once you have Reviewed the Job Description you have 3 options: 1- Add to Basket, 2- Refer, or 3- Apply Now.

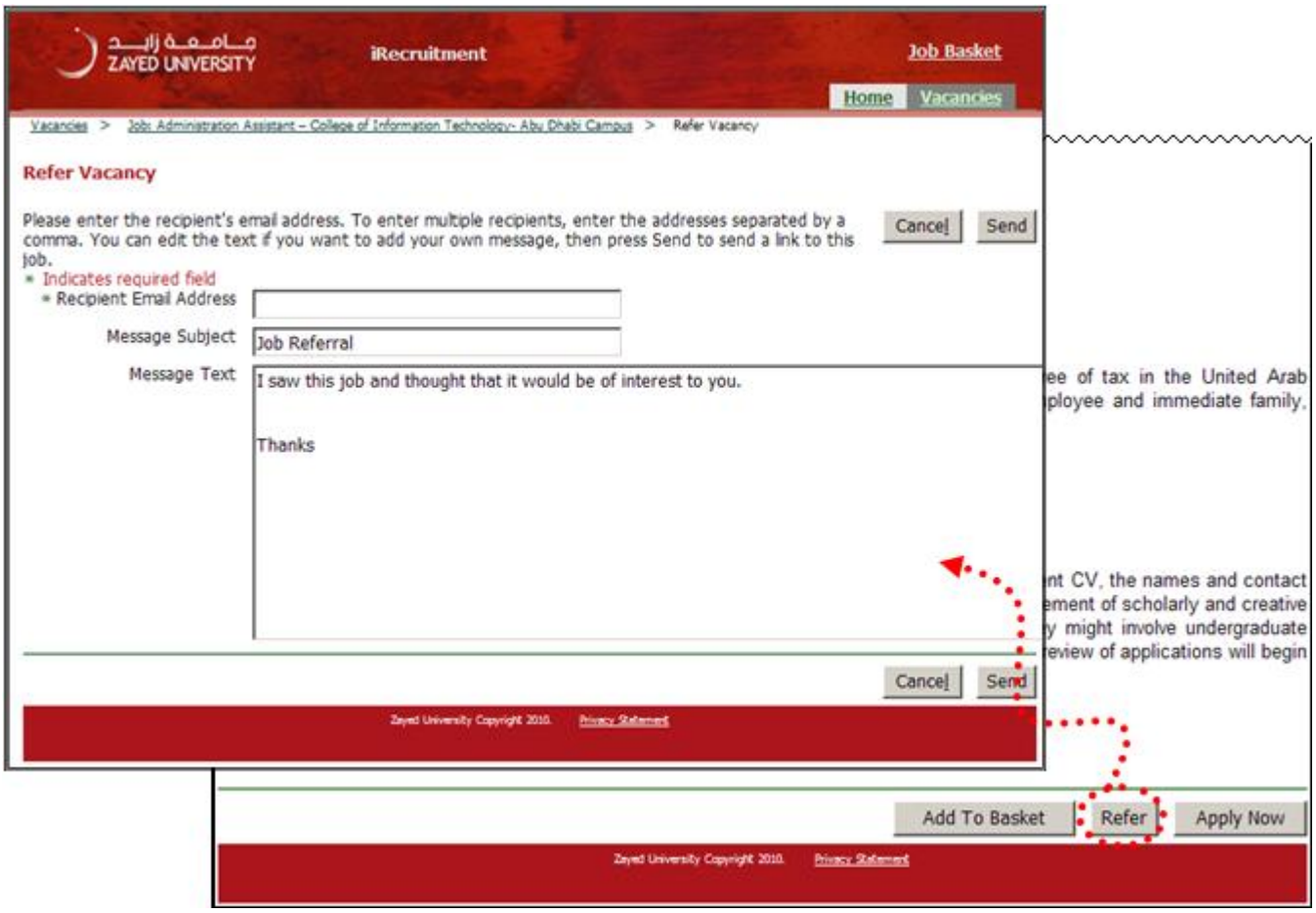
ADD TO BASKET

This is an option to help you find this job posting without having to perform another search. Rather, once you add it to your Basket (think in terms of a shopping basket). It's your way of short listing the job vacancies that you wish to submit applications. To do this – simply click the "Add to Basket" button located at the top & bottom of the Job Description.

Click on Job Basket (located in the upper right corner of your screen) to view all jobs that you have added to the Basket.

REFER

If you want to email this job posting to someone you know that may be interested in this job vacancy → Click the Refer button. This will open a new page where you can input the email address of the person in which you wish to send a link that the recipient can use to navigate to the Job Description.


ZAYED UNIVERSITY
iRecruitment
Job Basket
Home
Vacancies
Vacancies > Job: Administration Assistant – College of Information Technology- Abu Dhabi Campus > Refer Vacancy
Refer Vacancy
Please enter the recipient's email address. To enter multiple recipients, enter the addresses separated by a comma. You can edit the text if you want to add your own message, then press Send to send a link to this job.
Cancel
Send
* Indicates required field
* Recipient Email Address
Message Subject
Job Referral
Message Text
I saw this job and thought that it would be of interest to you.
Thanks
Cancel
Send
Zayed University Copyright 2010. Privacy Statement
Add To Basket
Refer
Apply Now
Zayed University Copyright 2010. Privacy Statement

APPLY NOW

If you wish to Apply now to the Job Vacancy in which you are reviewing → click the Apply Now button. If you are not already signed into the system the system will first bring you to a sign in page.

Once successfully signed in, the system will bring you through a series of steps where you can review your data and make any necessary modifications. Complete all steps by clicking through the pages ensuring all Required Fields are populated.

Please note that the system will log you out for security reasons if you are inactive within the page for any significant period of time (e.g. 5 minutes). To avoid frustration – it is highly recommended that your Account Profile is updated prior to submitting an application so that you can quickly review and submit your application.

Also be aware that you can later update your profile data and only the most updated profile data will be viewable to the Recruiting Team.